

NOTICE

School Health and Related Services (SHARS) 2018 Cost Report Important Upcoming Dates

This notice is being sent to inform all districts that submitted a 2018 SHARS Cost Report that post-audit reviews for those cost reports are scheduled to begin **next Monday October 28th**. This letter is also a reminder that the timing of this settlement is not the same as in previous years, and that this and future settlements will be following the new time schedule.

Important Upcoming Dates:

- **End of October- December:** HHSC will conduct post-audit reviews for all SHARS cost reports submitted for the 2017-2018 cost report period. Districts should ensure all SHARS documentation is readily available for HHSC RAD staff during this time.
- **Thursday November 14th:** SHARS Informal Review Information session
- **Beginning of December:** The SHARS primary financial contact and the school district official must log on to STAIRS and review Step 8 of the SHARS cost report.
- **Beginning of December:** Informal Review period begins.
- **Beginning of January:** If the district disagrees with their settlement amount, HHSC Rate Analysis must have *received* the district's hard copy Informal Review Request.
- **February:** HHSC RAD finalizes all Informal Reviews.
- **Cost Report Trainings:** The Cost Report training time frame has not changed. SHARS Cost Report trainings will still be held annually from January- March. The next SHARS Cost Report training session will be held in January 2020.

For questions about the new time schedule or your SHARS cost report, please call the SHARS helpline at (512) 730-7400 or email us at ra_shars@hhsc.state.tx.us.

For help with STAIRS, contact the Fairbanks Information Center at 888-321-1225 or info@fairbanksllc.com.